

Subject: RE: RE: Upcoming Meetings
From: "Amy Mendonca" <AMendonca@ccala.org>
Date: 01/17/2017 03:01 PM
To: "Henna Sherzai" <HSherzai@downtownla.com>

Got it! I'll put out hot water and tea bags as well!

From: Henna Sherzai
Sent: Tuesday, January 17, 2017 2:55 PM
To: Amy Mendonca <AMendonca@ccala.org>
Subject: RE: Upcoming Meetings

Coffee as well, please. Thanks!

From: Amy Mendonca
Sent: Tuesday, January 17, 2017 2:55 PM
To: Henna Sherzai <HSherzai@downtownla.com>
Subject: RE: Upcoming Meetings

Ok, so for Thursday's meeting I'll set up water and sodas. Anything else?

Amy

From: Henna Sherzai
Sent: Tuesday, January 17, 2017 2:53 PM
To: Amy Mendonca <AMendonca@ccala.org>
Subject: RE: Upcoming Meetings

Thanks, Amy. Tomorrow- no. Thursday- definitely. It will be a large group on Thursday, important stakeholders.

From: Amy Mendonca
Sent: Tuesday, January 17, 2017 2:48 PM
To: Henna Sherzai <HSherzai@downtownla.com>
Subject: Upcoming Meetings

Hi Henna,

As you know, you have two upcoming meetings on the calendar for tomorrow and Thursday.

Would you like me to do anything to set up for these meetings like put out drinks, etc.? Let me know!

Amy

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Amy Mendonca

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